



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Roles and Responsibilities

A **Grants Officer**, **Project Officer**, and **Grants Management Specialist** will be assigned to your grant. They are always available to answer questions about your grant and its management.

Grants Officer (GO)

The assigned Grants Officer is legally responsible for all administrative aspects of your grant. The Grants Officer should be the grantee's first stop when inquiring about travel, payments, terms and conditions, budget, and any anticipated changes to the award. The Grants Officer is responsible for the following:

- Monitor compliance of the grantee organization with federal requirements for financial accounting and grants administration;
- Provide consultation and technical assistance on business and financial matters;
- Receive and authorize changes to the project that require official approval; and
- Approve International Travel Requests and Payment Requests

Project Officer (PO)

The Project Officer is responsible for monitoring overall progress of the grant project. Responsibilities of the Project Officer include the following:

- Conduct site visits and overall monitoring and evaluation of the award;
- Communicate with the grantee to maintain an up-to-date set of work plan activities throughout the project;
- Work with grantee to adjust project timeline or activities if unforeseen challenges impede progress; and
- Prepare an evaluation report about the grant following its completion

Grants Management Specialist (GMS)

The GMS is assigned responsibility for the day-to-day management of the grant. The Grant's Management Specialist's responsibilities will include the following:

- Receive and review travel authorizations;
- Receive and review payment authorizations;
- Help prepare amendments on behalf of the GO; and
- Facilitate Grantees, POs, and GOs use of the MEPI Database

When e-mailing your Grants Officer or Grants Management Specialist, *always* include your grant number in the subject line and *always* "cc" your Project Officer. Names and contact information for your PO, GO, and GMS can be found in the award's Terms and Conditions.

Recipient Administrator

Recipient Administrator is the person designated by the recipient organization to serve as the principal point of contact with MEPI and ensure that the grant is implemented in accordance with the Terms and Conditions of the grant. Your responsibilities will include the following:

- Review and sign all documents and forms necessary to finalize the grant;
- Make requests for payments, so that you can receive funds for your project;
- Submit Performance and Financial Reports during the course of your activities; and
- Ensure adherence to the Terms and Conditions of the grant